PUNJAB

Administration: The Punjab State Archives remained under the administrative control of the Secretary to Government Punjab, Education and Language Department.

Of the three schems viz. (i) Maintenance and Preservation of State Records at Divisional Level. (ii) Setting up of the Archival Museum of Documents connected with the Freedom Movement and (iii) Publication of Monographs on the history of Punjab, which were approved by the Government under the Fifth Five Year Plan, the requisite staff on the first two schemes has since been appointed. And the work relating to the second scheme has already been started.

Budget: For 1976-77 a sum of Rs. 3,45,868.09 was spent against the budget provision of Rs.3,44,000 on the non plan side and a sum of Rs.9,383.70 out of the budget provision of Rs.1,00,000 on the plan side. For 1977-78 a sum of Rs.3,44,000 is sanctioned on the non plan side and Rs.1,00,000 on the plan side.

Buildings: The State Archives has no building of its own and continues to be housed in palatial building of Baradari Garden, Patiala.

Record Management: 4,877 records of the erstwhile Patiala State, Finance Department and English Records of the erstwhile Kapurthala State were appraised, out of which 40 per cent were marked for retention. No Retention Schedule is followed while appraising the records.

Research and Reference: 32 research scholars availed themselves of the research facilities while 45 queries from research scholars were attended to. 36 records were requisitioned by the Government Department and 4062 records by research scholars.

Reference Media: 2465 files of erstwhile State records were listed, 2766 files/cases were indexed. 15891 files were arranged and 344 level cards were prepared. 391 manuscripts were catalogued in order to prepare a revised catalogue.

Publication Programme: No publication programme was under taken during the period under review.

Preservation of Records: 300416 sheets were flattened, 133562 sheets were repaired, 71435 sheets were guarded, 1785 volumes and books were bound and 2332 volumes fumigated. 6498 sheets were pasted and 3729 stitched.

Photo-Duplication: The State Archives has no microfilming unit of its own.

Library: During the period under review 244 books were acquired.